

C O P Y

13 June 1956

MEMORANDUM FOR: Deputy Director (Support)

SUBJECT: Expansion of Record Center at [REDACTED] 25X1A6d

[REDACTED] 25X1A6d

REFERENCES: (a) Submission of Project Providing for Construction of an Agency Record Center dated 25 Jan 54 (ER 5-1817)  
(b) Memo to Ch/Management Staff fr Ch/Records Management Staff dated 14 May 56  
(c) Memo to Ch/Management Staff fr Ch/Records Management Staff dated 25 May 56

1. This memorandum contains recommendations submitted for DD/S approval. Such recommendations are contained in paragraph 7.

2. By reference (a) a project outline was approved by the Director on 24 March 1954 to provide 21,290 square feet of storage space and authorized the expenditure of \$405,000 for the construction work and the preparation of plans and specifications. Included in this project outline as approved was the anticipated expansion of 60,000 to 70,000 square feet within the next 10 to 20 years.

3. The construction of the Record Center was completed April 1955 at a total cost of \$245,675.07 and was occupied by the Record Center on 20 April 1955. This building as constructed provides 21,290 square feet of overall floor space of which only 17,812 square feet is available for the actual storage of records.

4. During the past year of occupancy the rate of which inactive records have been and are being received is more than twice anticipated expansion as originally planned. The net increase in storage requirements, taking into consideration the destruction program, indicates that the existing building space available for storage of additional records will be exhausted by April 1957. These facts were presented to you informally by reference (b) and (c) which contain more detailed information and are attached herewith for your information.

5. As a result of the above, it is essential to construct additional storage space for these inactive records to be available not later than April 1957, if possible, since no other adequate space is available for this purpose.